



FLWG Supplement 1

CAP Manual Regulation 77-1
01 Sep 03

INCLUDES CHANGE 1, 23 JULY 2008

01 Aug 10

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

This regulation supplement prescribes additional procedures in effect for all Florida Wing CAP units. Full understanding of and compliance with this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 77-1. **Note:** Shaded areas identify new or revised material.

CAPR 77-1, 1 September 2003, Including Change 1, 23 July 2008, is supplemented as follows:

5. Licenses/Drivers' Records

c. Amended: Obtain a CAPF75 by furnishing the FLWG/LG/LO a current copy of the member's current state driver's license and a completed and signed copy of FLWG Form 3. (located on the 'Forms Menu' at <http://www.flwg.us>). The FLWG-LG/LO will obtain a copy of the applicant's drivers record for a minimum of the past 3 years to determine issuance of a CAPF 75. By signing the FLWG Form 3, the member authorizes the FLWG-LG/LO to conduct a review of the members state driver's license record and based upon the results of that review recommend to the FLWG/CC that the CAPF 75 be issued, suspended, placed on probation or remain in effect. The CAPF 75 will expire on the same date as the member's State Driver's License.

If an applicant has one or more of the following convictions within the previous 2 years, a CAPF 75 **will not be issued**:

- 1) DUI/DWI.
- 2) Three or more moving violations.
- 3) Six or more non-moving violations.
- 4) Reckless driving resulting in injury or property damage.
- 5) Vehicle felony (hit and run, negligent homicide, theft, assault with a motor vehicle)

6. Vehicle Operators and Authorized Passengers.

b. Amended: Members who are under 21 years of age, but at least 18 years of age, and or have not had 3 years of documented driving experience, can be issued a restricted CAPF 75 at the discretion of the FLWG/CC.

7. Use of COV's, TUV's and POV's

c. Added: CAP Vehicle Usage: Units that do not have CAP vehicles issued to their unit are encouraged to utilize vehicles issued to nearby units, if available.

d. Added: **Procedure for Use**: UNIT/CC of requesting unit will contact Vehicle Custodian via phone and or email, with notification to FLWG/LG and FLWG/TO who must be kept aware of vehicle use/location in case of emergency needs.

e. Added: **Custodian Responsibilities**: The Vehicle Custodian will make certain that the vehicle has a full tank of gas and the interior and exterior are cleaned. The UNIT/CC of the borrowing unit will make certain that the vehicle has a full tank of gas and the interior and exterior are cleaned at time of return.

f. Added: The driver will enter the use of the vehicle on the CAPF 73 in accordance with, CAPR 77-1. Group and unit commanders are highly encouraged to use FLWG Form 73A (Forms Library at: <http://www.flwg.us>.) to manage vehicle use. Any damage to the vehicle incurred during use will be documented in the vehicle logbook and in writing to the owning Vehicle Custodian. The borrowing UNIT/CC will insure that the vehicle is returned on the date and time specified previously. Drivers must carry his/her CAPF 75 when operating a CAP Vehicle.

g. Added: **Penalties** - If a vehicle is returned without proper fueling or a clean condition, the Vehicle Custodian will notify the FLWG/TO within 24 hours. The FLWG/TO will advise FLWG/LG, and the commander of unit to which the driver is assigned via e-mail of the situation and attempt to ascertain the reasons why. The UNIT/CC of the borrowing unit will be requested to respond via e-mail with reasons the vehicle was not returned properly. If necessary, the Command Staff will make any decisions as to the reasons. If not, the unit could be prohibited from requesting CAP vehicle for future use. Any and all expenses to return vehicle to pre-use condition will be the responsibility of the borrowing squadron.

8. Safety.

a. Added: Prior to and after use, a safety & vehicle inspection will be conducted by the driver and documented on FLWG Form 73-A (Attachment 1). In addition, the Custodial Unit Safety Officer or Transportation Officer will conduct a monthly Safety & Equipment Inspection and record the results on the CAPF 73.

b. Added: Drivers will not use cell phones for either voice communications while driving CAP vehicles unless the driver is utilizing a hands-free device.. Text communication while operating CAP vehicles is prohibited at all times while driving.

9. COV Maintenance.

a. Added: All COV's vehicles will receive scheduled maintenance in accordance with Attachment 6. Maintenance Schedule, CAPR 77-1.

b. Added: Custodians will obtain scheduled maintenance at a State Licensed Repair Facility only. Custodians will contact the FLWG LG in advance for routine maintenance to obtain specific instructions pertaining to obtaining and paying for services and repairs. The FLWG pay for the repairs utilizing a Visa Card issued to the FLWG LG. Emergency repairs will be obtained by contacting the FLWG LG.

c. Added: Custodians will maintain copies of all receipts for maintenance and repairs in the Vehicle record folder as stated in Section 5, CAPR 77-1. Failure to maintain records according to this regulation can be considered grounds for relocation of the vehicle.

13. Reports.

a (1) Added: All Vehicles will be assigned by the Group CC's. The Group CC will notify the following of his/her decision to re-assign a vehicle: the gaining Squadron CC, FLWG LG, FLWG DC via e-mail of his/her intent. In turn, the gaining Squadron CC will notify the Group CC, FLWG LG and FLWG DC via e-mail of the name, CAPID, home address, telephone numbers of the individual who will perform the duty of Transportation Officer (Vehicle Custodian) The Squadron CC of the unit identified to receive a vehicle, will appoint a Transportation Officer using the NHQ e-services Duty Assignment Utility.

b. (1) Added: The FLWG LG will notify the FLWG IT and TO of this assignment or change of assignment and request that the individual be granted full Wing Level Data-Entry permissions in the NHQ e-services Monthly Vehicle Reporting Utility.

c (1) Added: Once appointed all Transportation Officers and or alternates identified by the Custodial Unit CC will be required to enter the monthly vehicle use reports. These reports will be submitted accurately and promptly and no later than the **fifth** (5th) day of each month. It is required that in order to comply with CAPR 10-2, A copy of the CAPF 73 will be emailed or faxed to the official address of the FLWG/TO by the fifth (5th) day of the month following the usage month. The TO will collect all the required monthly reports from the vehicle custodians and then send the completed package via FedEx (or similar delivery service that provides tracking) to Wing Headquarters for filing in the permanent vehicle folders. Failure to distribute the monthly report will generate a notice from the FLWG/TO to the FLWG/LG, Chief of Staff, and the respective GRP/CC. It is further required that the Unit TO maintain a copy in his/her Transportation File. Two (2) consecutive report delinquencies may result in reassignment of the vehicle.

d. (1) Added: When a vehicle is transferred or a new Transportation Officer is appointed, the outgoing Transportation Officer will provide the incoming Transportation Officer with all records for the vehicle to include CAPF 73's and maintenance receipts.

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